Chapter 2

Army Laboratory Personnel Demonstration

Chapter Overview

Introduction   This chapter explains how modern DCPDS is used to manage the personnel assigned to the Army Laboratory Personnel Demonstration Project.
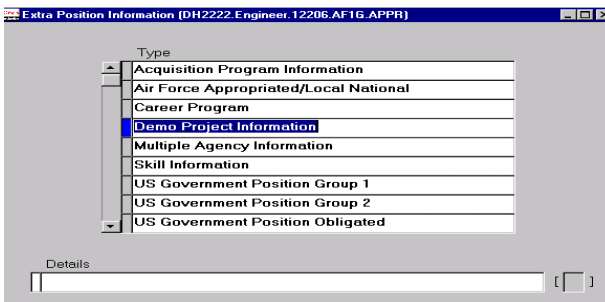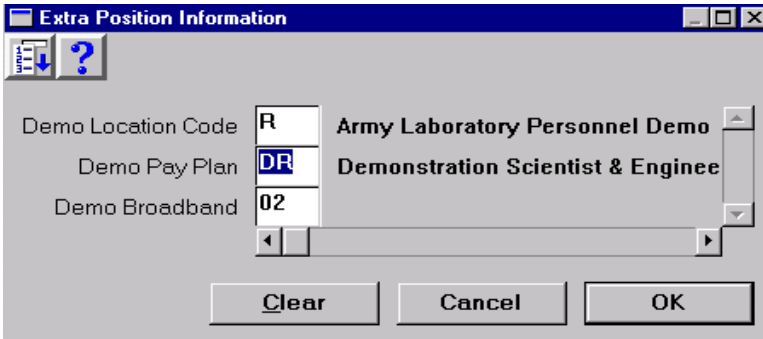
Chapter Contents

Army Lab Demo - Position Builds

Purpose   This section explains the steps for building Army Lab Demo Positions.

Position Actions

Step	Action
1	Refer to Module 2, Position Management and Classification Using the Modern DCPDS, Chapter 1, Building a Position to build a Demo Project position following the steps in the Section – Building a Position.
2	When completing the **Extra Position Information** Window, select **Demo Project Information** *Type*. Click the *Details* data field.
3	The **Extra Position Information** Flexfield displays. Type in the data or use the LOV. The *Demo Broadband* (grade) for this project is "02." Click **<OK>**. Click **Save** on the Toolbar. **Note:** Ensure the GS Pay Plan(s) applicable to this demo are built in the **Extra Position Information** Window - **US Government Valid Grade Info** *Type* in the *Details* data field.
5	Continue with this section in the User Guide, to include Validating the Position section.

Army Lab Demo – Personnel Actions

Purpose	This section explains the steps for processing personnel actions for Army Lab Demo employees (***Demo Location Code*** = **R**; ***Pay Plan*** = **DB, DE, DJ, DK, DV, DZ**; and ***Pay Plan*** = **00**).

Personnel Actions	All RPA processes and GPPA NOAs are used for this demo, except for 892 (WGI), and 888 (WGI Denial). The ***Authority Code*** is usually Z2U (Public Law 103-337). On some NOAs, it is used as the 2nd Authority Code and not the first.

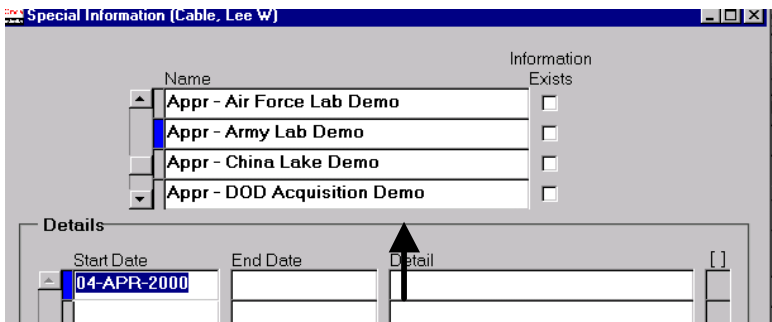| NOAs	Explanation
892	WGI - Not used
888	WGI Denial - Not used
885	Performance Award (Used for Bonus Payout)
877	Special Act or Service Award
816	Relocation Bonus - no percent limits.

Army Lab Demo – Appraisal Actions

Purpose   This section explains how appraisal data is input into the employee's record. See Module 5, Workforce Relations Using the Modern DCPDS, Chapter 2, Performance Award Information.

Appraisal Input   Upon accessing an employee to the system, the **US GOV PERF APPRAISAL** will auto populate only the date the first appraisal is due.
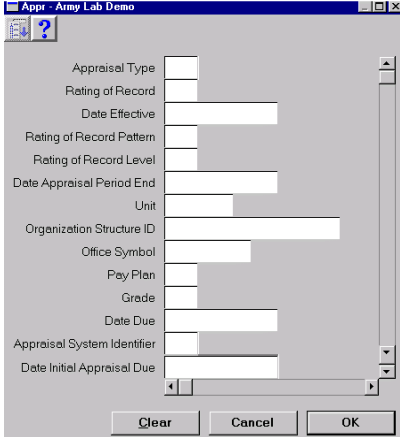
- When it is time to input the appraisal, you **will not** enter it in the **US GOV PERF APPRAISAL** Flexfield.
- You will enter the appraisal in the **Appr - Army Lab Demo** *Name* data field using the steps in Module 1, Fundamentals of the Modern DCPDS, Chapter 5, Updating and Viewing the Employee Record: Using the Special Information Type.

Step	Action
1	On the populated **People** Window, click <**Special Info**>. The **Special Information** Flexfield displays: Scroll down and select **Appr - Army Lab Demo**. Click in the **Details** data field.

Army Lab Demo – Appraisal Actions, Continued

Appraisal Input (continued)

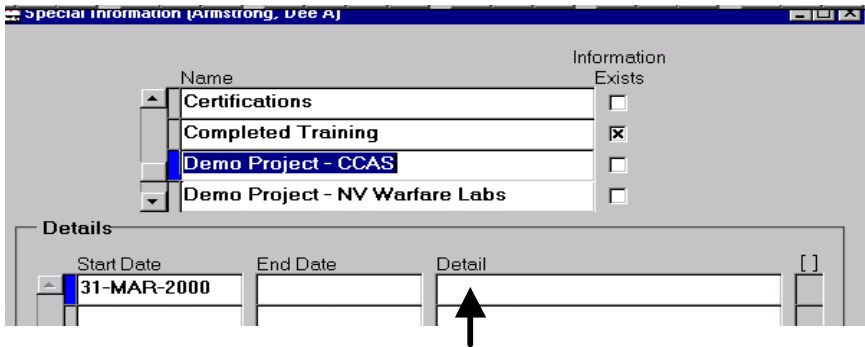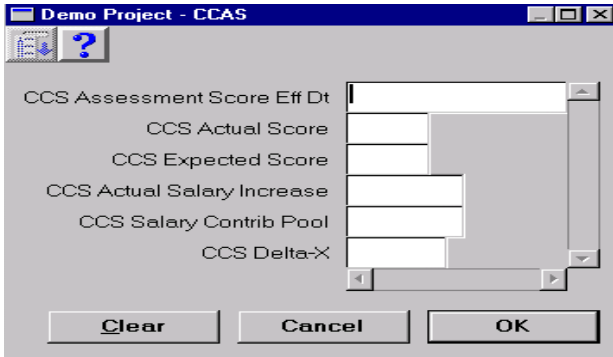| Step	Action
2	The **Appr – Army Lab Demo** Flexfield displays. Type in the data or use the LOV. Click **<OK>**. The *Detail* data field populates with the data.
3	Click **Save** on the Toolbar to save your action.
4	Using the data input, the system automatically populates the Fed appraisal area using the **Appr - Army Lab Demo Flexfield**. **Note:** The appraisal rating code is converted from Army alpha values to the equivalent OPM numeric values to flow to CPDF properly.

Army Lab Demo – CCAS Appraisal Input

Purpose This section explains how the CCAS appraisal data is input into the employee's record.

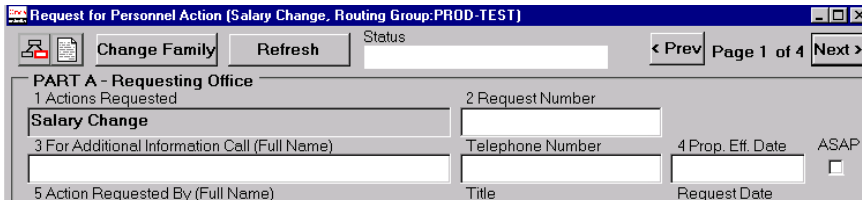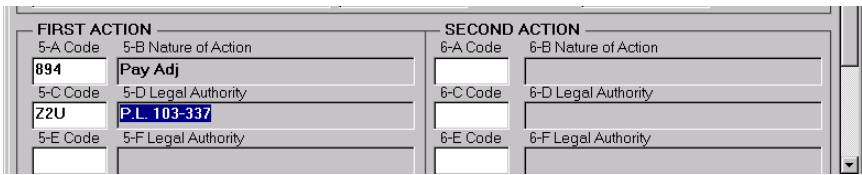**CCAS Appraisal Data Input** After accessing an employee to the system, and entering the Army Appraisal data, which in turn automatically populates the US GOV PERF APPRAISAL, enter the CCAS (CCS) data when needed using the following steps.

Step	Action
1	On the populated **People** Window, click <**Special Info**>. The **Special Information** Window displays:
2	Scroll down and select **Demo Project - CCAS**. Click in the *Detail* data field to display the **Demo Project - CCAS** Flexfield:
3	Type in data or use the LOV to enter data. Click **<OK>**. The *Details* data field populates with the information.
4	Click **Save** on the Toolbar to save your action.

Army Lab Demo Payout

Purpose   This section explains how to process a Demo Payout.

Demo Payout   **NOA 894, Pay Adj,** is used with *Authority Code* **Z2U**. Each demo payout is done individually, not in mass. There are no salary calculations performed automatically. Salary is calculated manually. To input the payout manually, one by one, use the steps in Module 3, Processing Personnel Actions Using the Modern DCPDS, Chapter 1, Processing a Request for Personnel Action.

Step	Action
1	On the **Navigation List** → *Request for Personnel Action* → *Salary Change* → <**Open**>. The RPA displays:
2	With the cursor in the *Name* data field, click the LOV, and select the employee's name or type in the information.
3	• Type 894 in the *5-A Code* data field. Data field *5-B Nature of Action* automatically populates with "Pay Adj." • Type Z2U in data field *5-C Code*. Data field *5-D Legal Authority* automatically populates with PL 103.337.
4	Continue completing the RPA data fields as required. Click **Save** on the Toolbar.

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Army Lab Demo Payout, Continued

Demo Payout (continued)

Step	Action
5	To print the NPA (CUSTOM DEMO SF-50), you must: • Click the "X" in the Box next to *Print Notification* to deselect the Fed version NPA. • **Not** select a printer. • Select "*Approval*." • Then click <**OK**> to automatically print the custom NPA. **Note:** The following applies to NPA (CUSTOM DEMO SF-50). • The *Demo Pay Plan* should print on the NPA *FROM* and *TO INFORMATION* Regions of the *Pay Plan* data fields as appropriate for the NOA. • The *Broadband* should print as a Roman Numeral in the *FROM* and *TO INFORMATION* Regions of the *Grade* data fields as appropriate for the NOA. • Some reject messages on demo-unique items; e.g., "You are not authorized to use an NOA 892 or 893," will not appear until you get to this point. You must: • First, complete all four pages of the RPA. • Complete the <**Extra Information**>. • Route the RPA, save it, and *Update HR*. When you delete the "X" in the *Print Notification* area and click <**OK**> for approval, you will finally see the reject messages appear.

Army Lab Demo – Demo Bonus

Purpose   This section explains the steps for processing an Army Lab Demo Bonus.

Demo Bonus   NOA **885** is used for the Bonus pay out, with *Authority Code* Z2U. The dollar limit is $10,000. To input the bonus, refer to these modules:
- Module 3, Processing Personnel Actions Using the Modern DCPDS, Chapter 1, Processing a Request for Personnel Action.
- Module 5, Workforce Relations, Chapter 3, Awards, Section: Entering a Monetary Award.

Step	Action
1	From the **Navigation List** → *Request for Personnel Action* → *Award/One-Time Payment* → **<Open>**.
2	The RPA displays. In Part B, enter the name of the employee receiving the bonus.
3	Enter the *Effective Date*, in Block 4.
4	With the cursor in the *5-A Code* data field, click the LOV for the Nature of Action Code. Select 885, Performance Award. Type Z2U in *5C Code* data field to populate the Legal Authority.
5	Page 2 of the RPA is automatically populated except for *Award and Unit of Measurement (UoM)* data fields. Type in the amount of the bonus in the *Award* data field and an "M" for Money in the *UoM* data field.
6	Complete the remainder of the RPA.
7	Route the RPA. **Save** it and *Update HR*.

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